

INSTRUCTIONS FOR COMPLETING THE CLAIMS LOG
(ICS FORM 227)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident	Enter incident name and / or number.
2.	Date	Enter date operational period begins.
3.	Operational Period covers.	Enter the operational period this log
4.	Time and / or injury.	Enter military time of notification of accident
5.	Claim dislocated shoulder, etc.)	Enter nature of claim (e.g., damaged fence,
6.	Property Owner involved.	Enter property owners name if property is
7.	Location on Incident with follow-up.	Enter general location in order to assist
8.	Claims Form Initiated	Initial when claims form is initiated.
9.	Agency Reps Advised agency is advised.	Initial when Agency Rep from employing
10.	Property Owner Contacted contacted.	Initial when property owner has been
11.	Investigation Started	Initial if an investigation is started.
12.	Claims Form Completed	Initial when claims form is completed.
13.	Status operational period e.g., pending, dropped, completed, etc.	Report status of log entry at completion of

CLAIMS LOG

(See reverse side for instructions)

1. INCIDENT _____ 2. DATE _____ 3. OPERATIONAL PERIOD _____

[illegible]

ICS FORM 227

(12/88)